

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE NO. 30-57

4 October 1957

SUBJECT: : Penalties for Security Violations

REFERENCE: OTR Notice 24-57, dated 26 August 1957, subject:  
"Security Violations"

1. The record of security violations described in the referenced Notice has continued with very little improvement during the months of August and September. I have concluded, therefore, that a further statement of Office policy is required, setting forth the minimum penalties which will be applied henceforth in all cases of security violations committed by OTR personnel after the date of distribution of this Notice.

2. For a first violation the minimum penalty will be (a) oral reprimand by the Director of Training, in the presence of the appropriate School or Staff Chief and the OTR Security Officer; (b) security check duty for one week; and (c) review and discussion of Agency and OTR security regulations with the Security Officer, OTR.

3. For a second violation the minimum penalty will be (a) written reprimand by the Director of Training; (b) security check duty for two weeks; and (c) suspension without pay for one day.

4. It is not anticipated that there will be third and fourth violations, but if any should occur, appropriate penalties will be applied in accordance with Agency regulations.

5. The penalties listed above will be applied without exception in all cases where individual responsibility is clear.

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MATTHEW BAIRD  
Director of Training

Distribution:  
ALL OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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